

Logistics Operations Specialist

Location: Boulder, Colorado | In Office

Salary Range: \$65-70k annually, depending on experience and qualifications

Who We Are

VanEssential is a growing Boulder-based company creating thoughtfully designed gear that makes van life simpler, more comfortable, and more enjoyable. We're a small, entrepreneurial team where ideas are welcomed, collaboration matters, and everyone has an opportunity to make a meaningful impact.

We value people who take ownership, communicate openly, stay curious, and enjoy being part of a close-knit team. We work hard, but we also believe work should leave room for life and adventure. If you want to help build a growing brand rather than simply work for one, you'll fit right in.

The Role

The Logistics Operations Specialist keeps VanEssential's products moving efficiently from our suppliers to our warehouses and ultimately to our customers. This hands-on role coordinates inbound and outbound shipments, maintains accurate shipping documentation and data, communicates with warehouse and logistics partners, and helps resolve issues when shipments don't go according to plan.

This is a great role for someone who is highly organized, enjoys solving problems, and wants to develop their logistics expertise within a growing company.

Key Responsibilities

- Coordinate and track inbound and outbound shipments, proactively communicating schedules, delays and status updates.
- Maintain accurate shipment records, schedules and international shipping documentation.
- Serve as a primary day-to-day contact for warehouse partners, carriers and internal teams regarding logistics needs.
- Identify and escalate shipment delays, discrepancies, receiving variances and inventory issues, and follow through through resolution.
- Track logistics KPIs including on-time delivery, freight costs and duties, maintaining accurate supporting data.

- Support cost-effective outbound shipping by evaluating shipping options and identifying opportunities for improved efficiency.
- Support inventory reconciliation, audits and logistics reporting.
- Maintain organized logistics records in ShipStation, Google Drive, Asana and other company systems and follow established compliance procedures.

What We're Looking For

- 2+ years of logistics, fulfillment, supply chain, e-commerce operations, or related experience; equivalent combinations of education and experience welcomed.
- Experience using ShipStation or equivalent software.
- Strong attention to detail and comfort working with spreadsheets, shipment data, inventory records, and operational metrics.
- Strong written and verbal communication skills, with the ability to coordinate effectively with warehouse partners, carriers, vendors, and internal teams.
- A problem-solver who is resourceful, persistent, and comfortable navigating ambiguity to get problems resolved.
- A small-business mindset that enjoys being close to the work. You're comfortable shifting between strategy and execution, collaborating across functions, and helping shape processes as the company grows.

How We Work

We're an entrepreneurial team, which means ideas are welcomed, tested, refined, and sometimes changed quickly. You'll have a voice here and a real opportunity to influence the growth of the business.

We also believe great work doesn't necessarily require being at work five days a week.

Our team generally works 8:30 a.m.– 4:30 p.m. Monday through Thursday, and whenever business needs allow, we enjoy flexible Fridays off. Because we're a growing company, there will occasionally be Fridays when work needs our attention, so flexibility goes both ways.

This is an in-office position in Boulder, Colorado. We value working together, solving problems in real time, and building strong relationships as a team.

Compensation

The base salary range for this position is \$65k - \$70k annually, depending on experience and qualifications.

This position is also eligible for a company-wide performance bonus program, with individual goals established collaboratively with executive leadership after hire.

Benefits

We offer:

- Employer-paid medical coverage for the employee (current plan is Anthem)
- 50% employer-paid dental and vision coverage
- 3% employer 401(k) contribution
- 10 days of accrued PTO
- 6 days of accrued paid sick leave
- Paid birthday off
- Flexible Fridays whenever business needs allow
- Paid company holidays, including Christmas Eve, Christmas Day, New Year's Day, Memorial Day, Independence Day, Labor Day, and Thanksgiving
- Future eligibility for parental leave (after 1 year of employment)
- Future eligibility for participation in our long-term profit-sharing program

Why VanEssential?

If you're organized, solutions-oriented, and energized by keeping products and information moving smoothly - and you like the idea of helping grow a brand built around adventure - we'd love to hear from you.

Application deadline: October 21, 2026